

**Professional and Non-Professional Contract
CHECKLIST**

Necessary items to process project for Advertisement.

Project Number: _____

FHWA: _____

Recipient Contact: _____

VDOT Central Office Contact: _____

VDOT District/Residency Contact(s): _____

The following information will be cleared and/or certified before VDOT can process the request for authorization to advertise:

Recipient Responsibility – This information must be provided in order for VDOT to process the necessary permits, certifications, and clearances. ***

Approved Environmental Document? _____YES _____NO

Environmental Commitments Satisfied? _____YES _____NO

Has Hazardous Waste/Material been identified and removed or specific Bid items included in contract? _____YES _____NO

Right of Way information submitted? _____YES _____NO

Utility Agreement information submitted? _____YES _____NO

Railroad Information submitted (if necessary)? _____YES _____NO

Public Hearing requirements been satisfied? _____YES _____NO _____N/A

Plans, Proposal, and Engineer's Estimate (Opinion) Submitted for Review?

First Submission _____YES _____NO

Second Submission _____YES _____NO

Have all design exceptions been approved by VDOT? _____YES _____NO

***Contact the District Office or Resident Engineer for any other permit requirements that may be required on your project. (i.e. Land Use, Building Permits, etc.)

VDOT Responsibility – Based on the information provided above the items below will be submitted to the _____ Division/Section for processing to the Federal Highway Administration (FHWA).

Approved DBE Goal Establishment?

Approved Environmental Document? _____ YES _____ NO

Date Approved _____

Right of Way Certification to Advertise? _____ YES _____ NO

Appropriate Utility Certification? _____ YES _____ NO

Railroad Certification /Agreement? _____ YES _____ NO _____ N/A

Approval in TIP? (Transportation Improvement Program)? _____ YES _____ NO

Approval in SYP? (Six Year Program)? _____ YES _____ NO

Have all design exceptions been reviewed and approved? _____ YES _____ NO _____ N/A

Review of Plans, Proposal, and Estimate by Construction Division? _____ YES _____ NO

Authorized for Advertisement? _____ Date Authorized? _____

Date of Commonwealth Transportation Board Meeting _____
(Usually the 3rd Thursday of each month.)

FORMS NECESSARY IN PROPOSAL – These forms may be obtained from the Construction Division. Please call (804) 786-5274 to request these documents.

Form C-104 Sworn Statement

Form C-105 Affidavit of Non-Collusion

Federal Provisions

Copied Notes – Immigration Reform

Copied Notes – SECT 108B Subcontracting

Special Provision 10 – FHWA Form 1273

Special Provision 20 – Attachment A – Appalachian projects only

Special Provision 30 – Affirmative Action (Projects over \$10,000.00)

Special Provision 102C – Use of Domestic Material

CR Consultant Project Requirements

DBE Special Provision with Goal or without Goal